

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

July 11, 2018 at 10:30 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Derek Bradshaw, MAR
Gary Mekjian, MML

Jonathan Start, MTPA/KATS – Chair
Rob Surber, DTMB/CSS

Support Staff Present:

Roger Belknap, MDOT
Polly Kent, MDOT

Cheryl Granger, DTMB/CSS
Gloria Strong, MDOT

Members Absent:

Don Disselkoen, MAC – Vice-Chair

Public Present:

Dirk Heckman, Mackinac County Road Commission

1. Welcome – Call-to-Order – Introductions:

The meeting was called to order at 10:34 a.m..

2. Changes or Additions to the Agenda:

P. Kent requested to add to the agenda a review of a Proposed 2019 Meeting Schedule. D. Bradshaw made a motion to accept this addition and add it under agenda item 5.5.; G. Mekjian seconded the motion. The motion was approved by all members present.

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda – J. Start (Action Items):

4.1. - Approval of the April 11, 2018 Meeting Minutes (Attachment 1)

G. Mekjian made a motion to approve the April 11, 2018 meeting minutes; D. Bradshaw seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report (Attachment 2)

R. Belknap gave an update of the TAMC financial status. A copy of the report was provided. J. Start requested that R. Belknap reach out to Macatawa Area Coordinating Council and inquire as to why they are not using their allotted funds.

Action Item: R. Belknap to contact Macatawa Area Coordinating Council regarding their use of funds.

5. Review and Discussion Items:

5.1. – 2018 TAMC Spring Conference Feedback – R. Belknap (Attachment 3)

MTU provided a copy of the attendee survey responses to the committee. The majority of the comments were very positive, and the conference was well received. The committee is interested in what consultants and agencies have attended the TAMC conferences in the past, including the last spring conference held in

Traverse City, Michigan. MTU will review past conferences and provide the requested information at the September ACE Committee meeting.

TAMC held their Spring Conference in conjunction with the American Public Works Association (APWA) in Traverse City on May 22, 2018. Next year, APWA will hold its conference at the Treetop Resort in Gaylord, Michigan. G. Strong will contact APWA to find out when they will begin planning their conference and TAMC possibly collaborating with them again. It was suggested that TAMC could possibly do two (2) half day sessions instead of one full day session in order to allow attendees to golf or explore the host city. It was also suggested to possibly shorten the conference to adjourn at 2:00 p.m. instead of 4:00 p.m. in order to allow people to enjoy the host city and/or allow more time to drive and get home earlier.

Action Item: MTU to provide the names of consultants and agencies that have attended the TAMC conferences in the past at the September 5, 2018 ACE Committee meeting.

Action Item: G. Strong will contact APWA regarding collaborating with them at the Treetop Resort next Spring.

5.2. – 2018 TAMC Fall Conference Date and Planning – R. Belknap/G. Strong

The TAMC Fall Conference has been scheduled for October 11, 2018, at the Ramada Inn of Marquette. T. Collings stated that recently the MDOT Local Agency Program Safety Services Unit scheduled a Local Agency Safety Peer Exchange meeting on the same day. This meeting has a strong emphasis on grant funding and the locals will be very interested in receiving the information. It is expected to be well attended by the locals which will not allow them to attend the TAMC Conference. G. Strong will double check the date and times. She will contact the Ramada Inn of Marquette and possibly change the date to October 9, 2018. She will review the calendar for availability.

Action Item: G. Strong will double check the date for the October Local Agency Safety Peer Exchange and possibly change the date of the TAMC Fall Conference to October 9, 2018.

5.3. – LTAP “The Bridge” Newsletter Article Status – R. Belknap/T. Colling

The final draft of the article regarding the TAMC 2017 Annual Report was shared with the committee for their review. The committee would like the quote made by Josh Ross reviewed for accuracy. Vicki Sage will contact J. Ross. The committee would also like the quote made by Dave Jennett expanded with more detail. The next article is due to MTU by August/September by the Bridge Committee. The article will be regarding the recent Culvert Pilot Project. The article following the August/September article may be on the integration of TAMC with the Michigan Infrastructure Council (MIC) that was recently passed in legislation. By then TAMC will have more insight on what is expected of TAMC and more information to add to the article.

Action Item: V. Sage will contact J. Ross and expand D. Jennett’s comments in the drafted article regarding the TAMC 2017 Annual Report.

Action Item: The Bridge Committee will do the next article for “The Bridge” Newsletter, which is due to MTU by August/September. The subject of the article will be the recent Culvert Pilot Project.

5.4. – FY 2019 TAMC Budget – R. Belknap (Attachment 4)

The FY 2019 budget will be the same as the FY 2018 budget with the exception of the addition of the Culvert Project funds in 2018. It is not known what effect, if any, the results of the culvert pilot project will have on next fiscal year’s budget. MTU and CSS will be giving a presentation today at the full TAMC meeting regarding their FY 2019 budget. Both agencies have the same allocations as FY 2018. The MDOT PASER Collection and Quality Control funding may need to be reviewed. D. Bradshaw made a motion to approve the budget and forward it on the full Council today for their final review and approval; G. Mekjian seconded the motion. The motion was approved by all members present.

5.5. – Proposed 2019 Meeting Schedule – P. Kent

P. Kent presented a proposed meeting schedule for 2019. An evaluation of past meetings was shared with the committee. Based upon the past experiences changes in dates were made for 2019. P. Kent will share with the full Council this afternoon and the evaluation and proposed schedule for their review and comments also before finalizing.

6. Public Comments:

None

7. Member Comments:

None

8. Adjournment:

The meeting adjourned at 11:56 a.m. The next meeting will be held August 1, 2018 at 10:30 a.m., 2700 Port Lansing Road, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN’S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
APWA	American Public Works Association
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA’S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COUNCIL
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE

MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
RUCUS	Roadsoft Users Conference United States
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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